



TRAINING REGISTER | User Guide

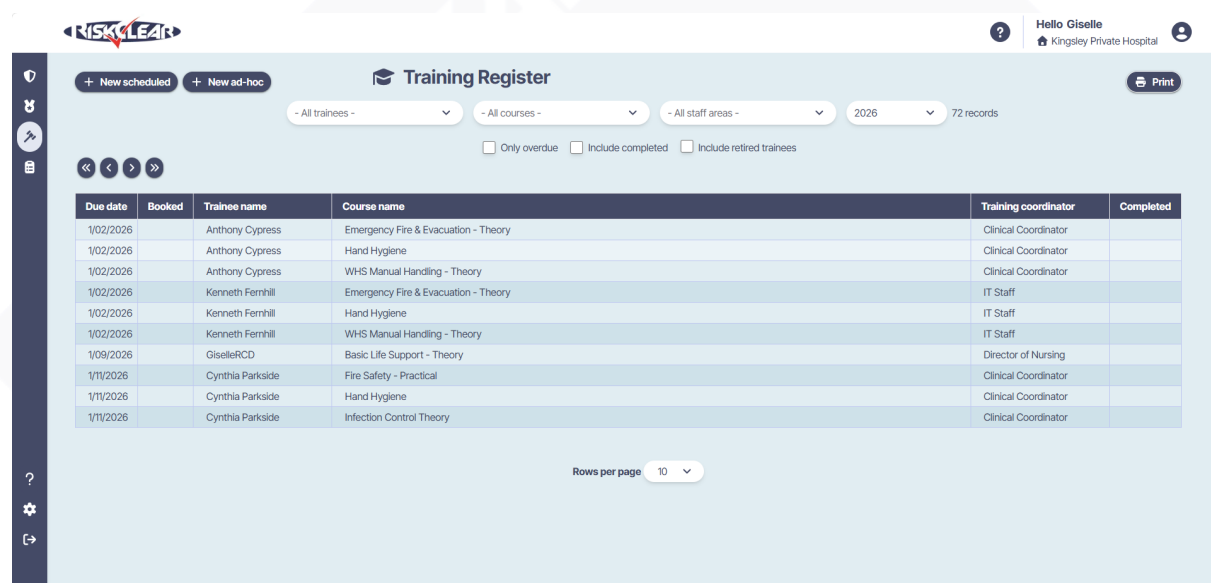
2026

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INTRODUCTION

The **Training Register** is used to record, manage, and monitor staff training, education, competencies, and mandatory learning requirements. It provides organisations with a centralised record of completed training, renewal dates, and outstanding requirements, helping to ensure staff maintain the knowledge and skills required for their role. A Training Register supports compliance with regulatory, organisational, and professional requirements while promoting workforce capability, patient safety, quality care, and ongoing professional development. Training records are typically updated whenever training is completed and reviewed regularly to ensure mandatory and role-specific requirements remain current.

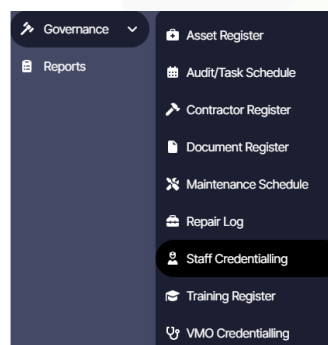
Staff can be administered from the **Training Register** in RiskClear.



Due date	Booked	Trainee name	Course name	Training coordinator	Completed
1/02/2026		Anthony Cypress	Emergency Fire & Evacuation - Theory	Clinical Coordinator	
1/02/2026		Anthony Cypress	Hand Hygiene	Clinical Coordinator	
1/02/2026		Anthony Cypress	WHS Manual Handling - Theory	Clinical Coordinator	
1/02/2026		Kenneth Fernhill	Emergency Fire & Evacuation - Theory	IT Staff	
1/02/2026		Kenneth Fernhill	Hand Hygiene	IT Staff	
1/02/2026		Kenneth Fernhill	WHS Manual Handling - Theory	IT Staff	
1/09/2026		GiselleRCD	Basic Life Support - Theory	Director of Nursing	
1/11/2026		Cynthia Parkside	Fire Safety - Practical	Clinical Coordinator	
1/11/2026		Cynthia Parkside	Hand Hygiene	Clinical Coordinator	
1/11/2026		Cynthia Parkside	Infection Control Theory	Clinical Coordinator	

HELPFUL NAVIGATION TIPS

The **Training Register** is found via Side Navigation Panel > **Governance** > **Training Register** of Risk Clear.



Throughout RiskClear the **Floating Navigation Bar** provides quick access to common functions within that module including:

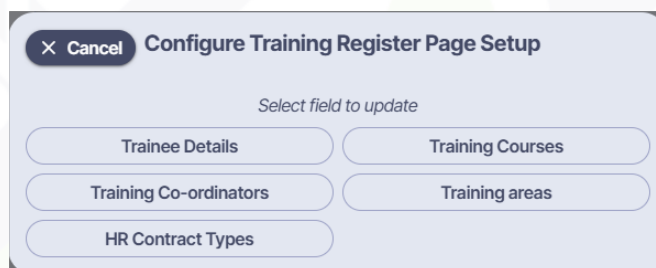


- Cancel
- Settings (where available)
- Update & Close

SETUP FUNCTIONS

Setup can be completed via **Settings** in RiskClear via the **Side Navigation Panel** or from within the **Training Register screen** by clicking the **Settings symbol** > .

Trainee Details, Training Coordinators, HR Contract Types, Training Courses & Training Areas can be customised here. It is recommended that you configure these settings first as it will make adding details to your trainee's records a more streamlined process.



Adding in **Training Course** details will streamline the process.



NAVIGATING THE TRAINING REGISTER

The Training Register has various functions and filters to assist in navigating training records.

The screenshot shows the 'Training Register' interface. At the top, there's a header with the RiskClear logo, a user profile 'Hello Giselle' from 'Kingsley Private Hospital', and a 'Print' button. Below the header, there are two buttons: '+ New scheduled' and '+ New ad-hoc'. A filter section includes dropdowns for 'All trainees', 'All courses', and 'All staff areas', a date selector set to '2026', and a record count of '72 records'. There are also checkboxes for 'Only overdue', 'Include completed', and 'Include retired trainees'. A navigation bar with arrows is present. The main table has columns: Due date, Booked, Trainee name, Course name, Training coordinator, and Completed. The table lists 12 records. At the bottom, there's a 'Rows per page' dropdown set to '10'.

Due date	Booked	Trainee name	Course name	Training coordinator	Completed
1/02/2026		Anthony Cypress	Emergency Fire & Evacuation - Theory	Clinical Coordinator	
1/02/2026		Anthony Cypress	Hand Hygiene	Clinical Coordinator	
1/02/2026		Anthony Cypress	WHS Manual Handling - Theory	Clinical Coordinator	
1/02/2026		Kenneth Fernhill	Emergency Fire & Evacuation - Theory	IT Staff	
1/02/2026		Kenneth Fernhill	Hand Hygiene	IT Staff	
1/02/2026		Kenneth Fernhill	WHS Manual Handling - Theory	IT Staff	
1/09/2026		GiselleRCD	Basic Life Support - Theory	Director of Nursing	
1/11/2026		Cynthia Parkside	Fire Safety - Practical	Clinical Coordinator	
1/11/2026		Cynthia Parkside	Hand Hygiene	Clinical Coordinator	
1/11/2026		Cynthia Parkside	Infection Control Theory	Clinical Coordinator	

Use the **+New scheduled** and **+New ad-hoc** buttons to add training records.

Use the **Print** button to choose from the following functions:

The screenshot shows a 'Training Register' window with four buttons: 'Preview', 'Print', 'PDF', and 'CSV'.

Use the **All trainees**, **All courses**, **All staff areas** and **Date** filters to display and filter relevant information. The record count is displayed to the right of these filters.

The **Only overdue**, **Include completed** and **Include retired trainee** boxes can be ticked or unticked to further filter data.

Use the arrows to navigate through the register page by page or to the end or beginning of the pages.



Clicking the headers across the top of the Training Register will sort data alpha or numerically depending on the nature of the data.

Due date ^	Booked	Trainee name	Course name	Training coordinator	Completed
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The Rows per page is set to 10, however can be adjusted to your preference

Rows per page

10

10
20
30
40
50

ADDING NEW SCHEDULED TRAINING TO ONE OR MULTIPLE STAFF

All enabled staff whether they have a RiskClear login or not will appear in the Training Register. If any staff don't appear on the list, click the **+New** button. If you have access, this will open the Personnel Update screen where the new staff member can be added.

To open the **Training Register** go to the **Side Navigation Panel > Governance > Training Register** of Risk Clear.



Hello Giselle
Kingsley Private Hospital

+ New scheduled
+ New ad-hoc

Training Register

- All trainees -
- All courses -
- All staff areas -
2026
72 records

☐ Only overdue
☐ Include completed
☐ Include retired trainees

Due date	Booked	Trainee name	Course name	Training coordinator	Completed
1/02/2026		Anthony Cypress	Emergency Fire & Evacuation - Theory	Clinical Coordinator	
1/02/2026		Anthony Cypress	Hand Hygiene	Clinical Coordinator	
1/02/2026		Anthony Cypress	WHS Manual Handling - Theory	Clinical Coordinator	
1/02/2026		Kenneth Fernhill	Emergency Fire & Evacuation - Theory	IT Staff	
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1/11/2026		Cynthia Parkside	Hand Hygiene	Clinical Coordinator	
1/11/2026		Cynthia Parkside	Infection Control Theory	Clinical Coordinator	

Rows per page
10

Click

+ New scheduled

The following page appears >

New Scheduled Training

Details

Select trainee(s)

☐ Notify 7 days before then every 0 day(s) after due

Training co-ordinator *
- Select - ☐ Mandatory training

☐ Notify

Course/Competency Requirements

Select one or more course/competency requirements *

Course Name	Repeat months
Drug Abuse	12
Dummy Course	0
Emergency Fire & Evacuation - Theory	12
Fire Safety - Practical	12
FMC In-service Training Package	12
Hand Hygiene	12
Infection Control Theory	12
Inservise Tech Support	0
Manual Handling Practical	0
National Standards - Theory	0
New Course	12

Scheduled or booked *
Schedule a month Booked date

Auto-repeat
Repeat months as shown above Do not auto-repeat

Complete the **Details** card by clicking **Select Trainee(s)** > the following panel appears:

Select Trainees

Search trainees

☐ Show selected only

Area
- All Areas -

52 trainees

- Adam Jarrah a.jarrah@hospitalb.com.au
- Amanda a.ginger@sanahealthgroup.com
- Andrew White a.white@hospitalb.com.au
- Anthony Cypress a.cypress@hospitalb.com.au
- Audrey Avalon a.avalon@hospitalb.com.au
- Ava Thomas a.thomas@hospitalb.com.au
- Bobby Spinifex b.spinifex@hospitalb.com.au
- Catherine Bradley c.bradley@hospitalb.com.au
- Charles Onslow c.onslow@hospitalb.com.au
- Cheryl Wallaby c.wallaby@hospitalb.com.au
- Cynthia Parkside c.parkside@hospitalb.com.au
- Darren Maple d.maple@hospitalb.com.au
- Darren Oakland d.oakland@hospitalb.com.au
- Denise Dolphin d.dolphin@hospitalb.com.au
- Denise Paperbark d.paperbark@hospitalb.com.au
- Donald Tranoull d.tranoull@hospitalb.com.au

5 selected

☐ Select all

To add multiple trainees to a training course, click on the required names of the listed trainees. Note you can also use the **Search trainees** field and also filter the trainee list by **Area**.

Note you can also click **Deselect all** or tick **Select all** where necessary.

Once selected click **Save**.

Complete the remainder of the **Details** card. If you wish the trainees to receive (email) notifications tick **Notify**. You can also enter or key over the **days before** and **days after due** fields. Select the trainee/s **Training Coordinator** and tick **Notify** for them to receive email notifications also. You can also tick the **Mandatory training** box where appropriate.

Details

5 trainee(s) selected

☐ Notify 7 days before then every 0 day(s) after due

Training co-ordinator *
- Select - ☐ Mandatory training

☐ Notify

Complete the **Course/Competency Requirements** card

Course/Competency Requirements

Select one or more course/competency requirements *

Course Name	Repeat months
Drug Calc's	12
Dummy Course	0
Emergency Fire & Evacuation - Theory	12
Fire Safety - Practical	12
FMC In-service Training Package	12
Hand Hygiene	12
Infection Control Theory	12
Inservice Tech Support	0
Manual Handling Practical	0
National Standards - Theory	0

Scheduled or booked *

Auto-repeat

Click the relevant **training requirements** from the list

Click the **Schedule a month** or **Booked date** button and complete the date details.

Click the **Repeat months as shown** above (e.g. for training that is a regular repeating requirement) or **Do not auto-repeat** (if it is a once off requirement).

Click **Update & close** on the **floating navigation bar** to update and save your records.

ADDING NEW AD-HOC TRAINING TO ONE OR MULTIPLE STAFF

Examples of Ad-hoc Training typically include Inservices, Conference, Forums or Course attendance/s.

On the **Training Register** page click **+ New Ad-hoc**.

Hello Giselle
Kingsley Private Hospital

+ New scheduled + New ad-hoc

Training Register

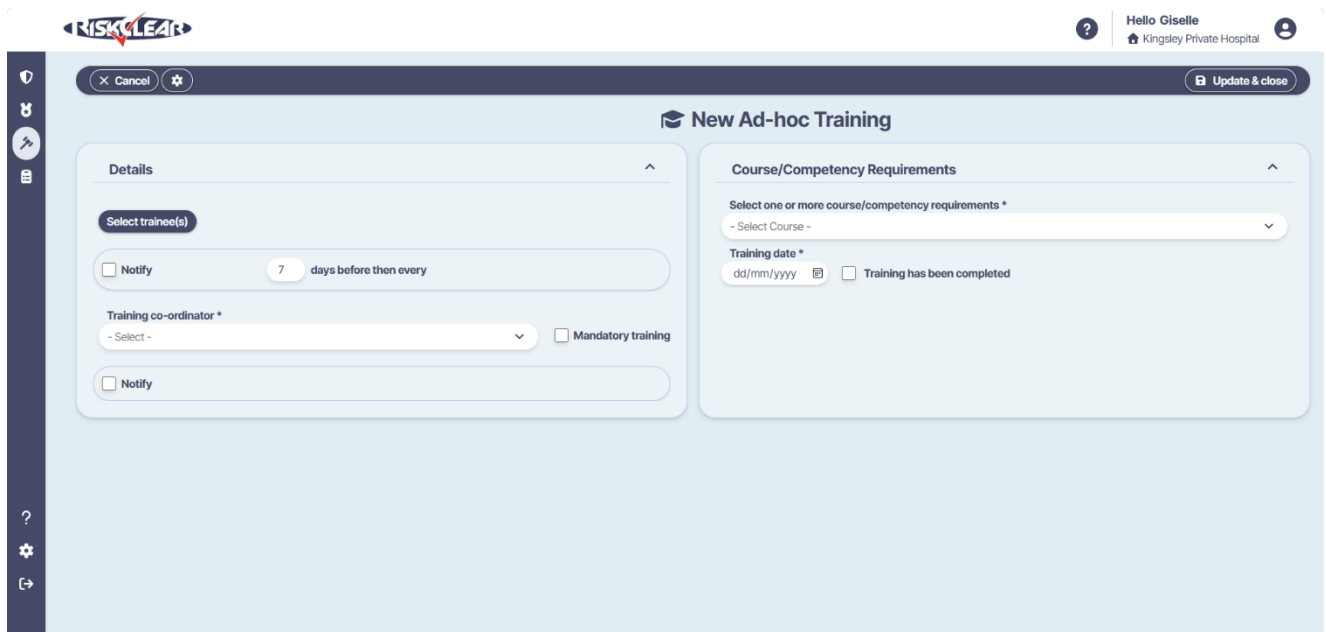
- All trainees - - All courses - - All staff areas - 2026 72 records

☐ Only overdue ☐ Include completed ☐ Include retired trainees

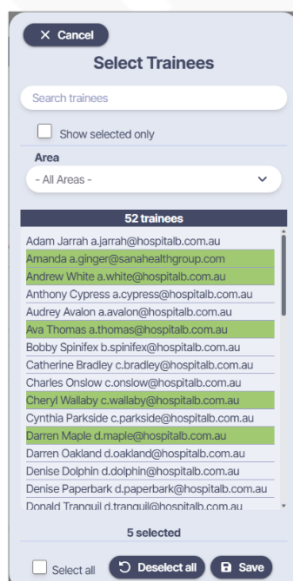
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1/11/2026		Cynthia Parkside	Hand Hygiene	Clinical Coordinator	
1/11/2026		Cynthia Parkside	Infection Control Theory	Clinical Coordinator	

Rows per page 10

The following page appears >



Complete the **Details** card by clicking **Select Trainee(s)** > the following panel appears:



To add multiple trainees to a training course, click on the required names of the listed trainees. Note you can also use the **Search trainees** field and also filter the trainee list by **Area**.

Note you can also click **Deselect all** or tick **Select all** where necessary.

Once selected click **Save**.

Complete the remainder of the **Details card**. If you wish the trainees to receive (email) notifications tick **Notify**. You can also enter or key over the **days before** and **days after due** fields. Select the trainee/s **Training Coordinator** and tick **Notify** for them to receive email notifications also. You can also tick the **Mandatory training** box where appropriate.

Complete the **Course/Competency Requirements** card, selecting a **requirement** from the drop-down and entering a **Training date** and if it has already been completed, enter the **date**.

Course/Competency Requirements

Select one or more course/competency requirements *

Olympus Scope Inservice

Training date *

22/07/2026

☒ Training has been completed

Click **Update & close** on the **floating navigation bar** to update and save your records.

UPDATING OR EDITING EXISTING TRAINING RECORDS

On the **Training Register** page click the **staff members name** from the list, if it is not listed click **+New**.



?

Hello Giselle

Kingsley Private Hospital

+ New scheduled

+ New ad-hoc

Training Register

- All trainees -

- All courses -

- All staff areas -

2026

72 records

☐ Only overdue
 ☐ Include completed
 ☐ Include retired trainees

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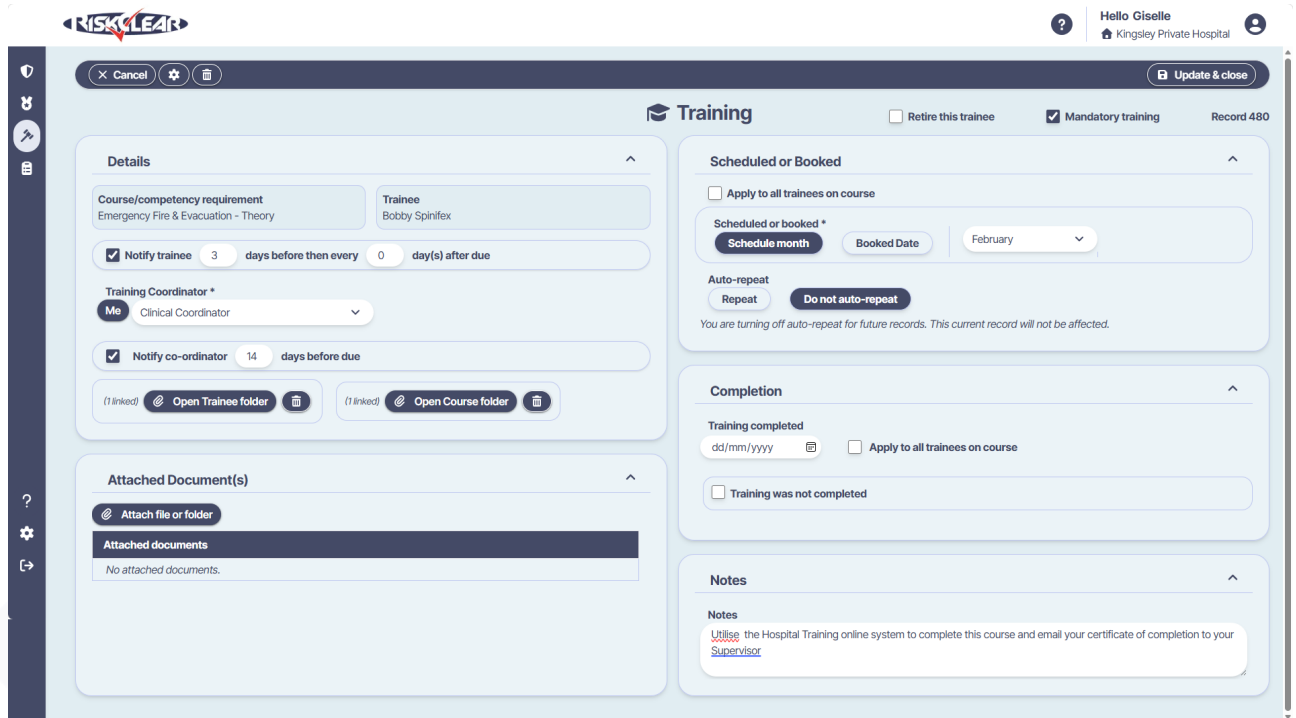
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Rows per page

10

The following window (below) appears. The screen is organised into **cards** which group related information together (e.g., **Details**, **Scheduled or Booked**, **Completion**, **Attachments**).



The screenshot shows the 'Training' card for Bobby Spinifex. The card is divided into four sections: Details, Scheduled or Booked, Completion, and Notes. The Details section includes fields for Course/competency requirement (Emergency Fire & Evacuation - Theory), Trainee (Bobby Spinifex), Notify trainee (3 days before then every 0 day(s) after due), Training Coordinator (Me Clinical Coordinator), and Notify co-ordinator (14 days before due). The Scheduled or Booked section includes fields for Apply to all trainees on course, Scheduled or booked date (February), and Auto-repeat (Repeat). The Completion section includes fields for Training completed (dd/mm/yyyy) and Apply to all trainees on course. The Notes section includes a text area for notes.

The **Details card** includes whether you wish to **notify** the trainee and/or their coordinator about upcoming training. You can also link the trainee's digital records to their **Trainee folder (SharePoint/One Drive)**. These folders typically contain trainee evidence such as training certificates, competencies, records of completion.

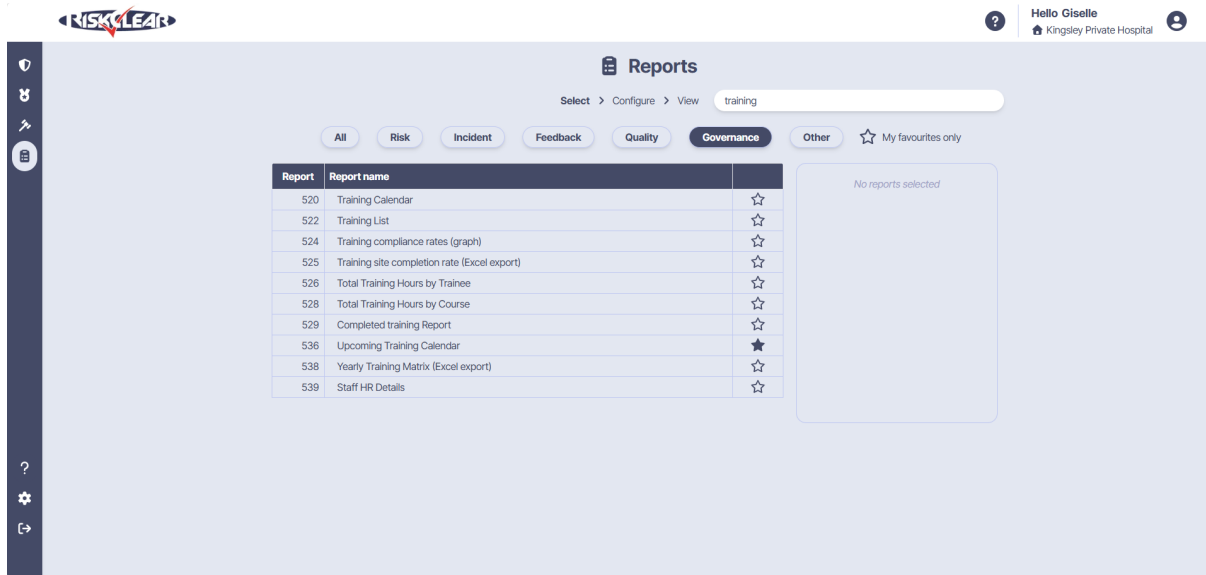
Scheduled or Booked dates show training dates for that requirement. If it is a group training session or workshop there may be a booked date, or if it is scheduled training then it may align to the trainee's commencement date or date of last completion.

Attached Documents can be added to the Trainee's record using the attach buttons.

You can **de-activate staff** by ticking the **Retire this trainee box**. This is typically utilised when a staff member leaves or is on extended leave. As the training and staff credentialing registers are linked, this will also retire the staff member from the training register, and vice-versa.

TRAINING REGISTER REPORTS

Training Register reports are available via the **Side Navigation Panel > Reports**.



Report	Report name	
520	Training Calendar	☆
522	Training List	☆
524	Training compliance rates (graph)	☆
525	Training site completion rate (Excel export)	☆
526	Total Training Hours by Trainee	☆
528	Total Training Hours by Course	☆
529	Completed training Report	☆
536	Upcoming Training Calendar	★
538	Yearly Training Matrix (Excel export)	☆
539	Staff HR Details	☆

There are various reports that can be configured in RiskClear on the Training Register.

Click **Governance** or use the **Search All reports** function. Each report provides a **description** of what it generates, and you can "star" any reports that you use frequently as a favourite also.